

## INTRODUCTION

The Advanced Practice Center Hospital Surge Capacity Toolkit is intended to assist healthcare facilities in thinking through critical issues related to healthcare surge and to create comprehensive plans to address these needs including:

- Providing medical surge capacity
- Patient tracking within the hospital and during patient forwarding activities
- Status reporting
- Requesting resources
- Establishing alternate care sites

This toolkit is a launching point. Each hospital must adapt the text to create a final document that accurately represents its organization. The toolkit provides:

- Models – Start by modifying the generic policies and procedures to be specific to your hospital, filling in the blanks and adapting as necessary.
- Tools – Use these charts, graphs and tables to help you develop and refine elements of your facility’s surge capacity plan.
- Forms – As you move through the toolkit, you may find that forms provided will enhance your organization’s ability to function. You may incorporate these forms “as-is” or modify them to suit your needs.

The models, tools and forms in the Toolkit were developed and/or adapted from the member hospitals of the Hospital Safety Officers Taskforce of Santa Clara County, as well as from extensive research of best practices from around the nation. Examples and worksheets are also provided to help develop hospital-specific plans.

The Advanced Practice Center Hospital Surge Capacity Toolkit project was sponsored by the Santa Clara County Public Health Department. It was developed by Cameron Bruce Associates in close consultation with the California Department of Health Services’ (now the California Department of Public Health) “Standards and Guidelines for Healthcare Surge during Emergencies.” The “Standards and Guidelines for Healthcare Surge during Emergencies” was finalized in February 2008. There will be references to this project throughout the Toolkit. Toolkit components have been reviewed by the Hospital Safety Officers Taskforce, in collaboration with the Santa Clara County Public Health Department.